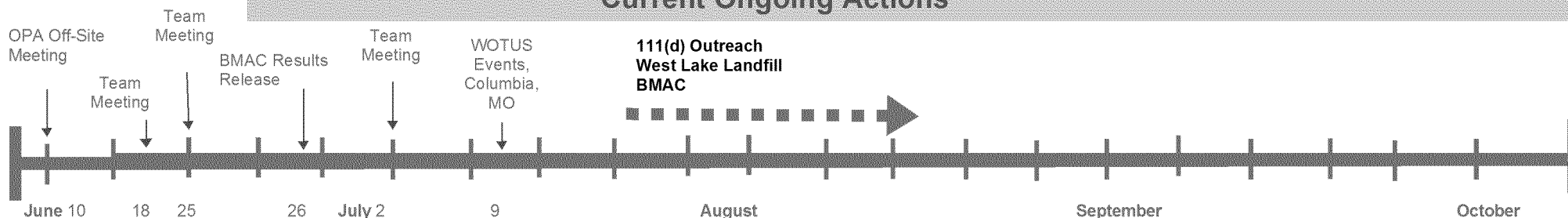




## OFFICE OF PUBLIC AFFAIRS

**OPERATIONS TEAM (SPECIAL OPS)**  
**DASHBOARD OUTLOOK AND UPDATE**  
6/25/14

### Current Ongoing Actions



#### 30-Day Plan to Transition/Form New Ops Team

Task	Due Date
✓Schedule weekly team meetings	6/13/14
✓Clarify the RCRA CIC function	6/13/14
✓Identify Beat Assignments and Backups	6/18/14
✓Develop recommendation for seating	6/18/14
New seating assignment for Chris	8/18/14
Coordinate with other Strategy and Digital Teams	
IP: Transition of state and local to Ben	7/07/14
IP: Resource management for Emily's Digital Team support	6/24/14
IP: Clarify and Redefine emergency response function	6/30/14
IP: RSS Feed training	7/07/14
IP: Determine how best to integrate FOIA and Backup	7/11/14
IP: Cross-Training (Beats, Congressional, FOIA)	7/11/14
IP: VOCUS refresher	7/11/14
IP: Purchase team resources	7/18/14
AP Style Guide, 2014/15 edition	
Congressional Directory	
State and Local Directories	
IP: Define Emily's support of CH/CGHS/EE	7/24/14
<u>Additional Transition Items</u>	
Clarify WWPD/Ag responsibilities (Chris & Kris)	7/24/14
Determine Health & Safety Committee roles (Emily & Kris)	7/24/14
Develop list of key program contacts	8/18/14

#### Agency and Regional Administrator Priorities

1. Proposed Power Plan/111(d)
2. Waters of the United States (WOTUS)
3. West Lake Landfill
4. Bridgeton Municipal Athletic Center (BMAC)

#### Ops Team Tasks to Support Priorities

- Project Management
- Outreach and Education
  - Community/Concerned Citizens
  - Congressional
  - Press
  - State and Local Elected Officials
    - scheduling briefings, attending community meetings, responding to inquiries, FOIA
- Scheduling and coordinating RA events, speaking engagements, interviews, briefings
- Preparing press releases, speeches, talking points, key messages, resource documents, desk statements, fact sheets, briefing papers, spreadsheets, roll-out strategies, HQ's reports
- Responding to requests for information from HQ's, RA, OPA Director, R7 Program staff